

Guest List/Special Functions Entry Authority List (EAL) procedures

Special functions include parties, weddings, balls, and other activities where groups of civilian visitors are involved. The approval authority for guest list functions (EALs) is the 78 SFS/CC or designee.

Individuals barred from the installation will not be allowed on for special functions. Attempts to gain access after being barred will be considered trespassing and deemed a violation of Title 18 U.S.C. 1382.

Guest List/Special Functions EAL Requirements

An EAL is submitted for a list of 6 or more guests. The sponsor of special functions on the installation must be a person with independent access to the installation. The sponsor of special activities will prepare and submit a list of all civilian visitors (who do not have independent access to Robins AFB) to the 78 SFS Police Services Section in Building 263 at 250 Peacekeeper Way. The special function/event host (i.e., Officers' Club, Enlisted Club, etc.) is responsible for briefing sponsors on guest list requirements outlined in this paragraph. The mandatory requirements for submitting a guest list/EAL are as follows:

- An alphabetized typewritten list of each guests' last name, first name (this must be the individual's proper name as it appears on a valid photo ID), including the location, time and date of the event, will be signed by the authorized sponsor. Combined/blanket entries (e.g., Mr. and Mrs. John Doe or the John Doe family) are not acceptable. All individuals under the age of 18 must be annotated by either a "C" or "child" next to their name.
- Three (3) copies of the guest list must be hand carried to 78 SFS/S5L by the authorized sponsor of the event. **Guest lists must be delivered 2 weeks prior to the event or special function.** The sponsor will be required to show their ID card when delivering the completed guest list verifying they have independent access. Any additions/deletions to the original list must be inserted and delivered to 78 SFS no later than 2 duty days prior to the event. If the sponsor does not submit additions within the specified time period, the guest must be met at the VCC (Bldg 219) and an AF Form 75 will be issued.
- The list will be compared against the Robins AFB Barment/Revocation Roster. The 78 SFS will authenticate the guest list and post a copy at the BDOC and Gate 3 (Watson). All guests must enter the installation through Gate 3 unless specifically authorized to enter through another gate. This is approved by the 78 SFS/CC for special circumstances.

Foreign Nationals EAL Requirements

The requesting sponsor must provide WR-ALC the following information when requesting that a foreign national be permitted access to the installation for a social event: last name, first name, date of birth, passport number, country of origin, and identification number.

- The information provided will be forward to AFOSI for review. 78 SFS will notify the sponsor upon concurrence/non-concurrence from AFOSI. If AFOSI concurs, then the sponsor will be required to physically escort the foreign national for the duration of the event. This includes from the gate to the location of the visit and back to the gate upon leaving the installation.

- Foreign nationals will not be allowed to stay overnight in base lodging facilities for convenience. Only those approved by the 78 ABW/CC may stay overnight and unescorted.

Installation entry controllers will check an official form of identification of the visitors against the authenticated guest list and allow them to proceed without the issuance of an AF Form 75. The sponsor of the event must vouch for any visitors not appearing on the list (not to exceed 5) and an AF Form 75 will be issued.

Extended Stay for Guests

A sponsor who is requesting an extended stay for guests who are staying in base lodging facilities or in base housing must report to the VCC no more than 3 days prior to the event to sign in their guest. The sponsor must annotate all of the applicable guest information Visitor's Log and present a valid ID card to VCC guard verifying independent access. The sponsor will instruct their guest to report to the VCC upon arrival to obtain an AF Form 75 for the duration of their visit. Guests receiving an AF Form 75 will not be listed on an EAL. If the request is longer than 3 days not to exceed 7 days, the on-duty flight chief may approve the visit. A request for a visit longer than 7 days must be submitted to the 78 SFS for approval by the 78 SFS/CC.

Current as of May 5, 2011

Submitted by 78th Security Forces